

Central Intelligence Agency

85-3421/1



Washington, D.C. 20505

OIS 85-~~618~~<sup>615</sup>  
28 OCT 1985

70-7

Steven Garfinkel  
Director, Information Security  
Oversight Office (Z)  
General Services Administration  
18th & F Streets, N.W.  
Washington, DC 20405

Dear Mr. Garfinkel:

This is in response to your letter of 23 September 1985 concerning a recommendation from the Department of Army that the Information Security Oversight Office (ISOO) issue cover packets for classified micrographic transparencies as standard forms for Government-wide use. As explained below, standard envelopes for microfiche are available and in use by the Intelligence Community.

A Micrographics Working Group was established by the Director of Central Intelligence (DCI) Intelligence Information Handling Committee (IHC) to develop uniform microfiche standards for intelligence information among members of the Intelligence Community. A representative from the Department of Army participated in the Micrographics Working Group.

Enclosed is a copy of the Working Group report, Standards for Microfiche Copies of Intelligence Documents, which was published in April 1983 and included standards for microfiche envelopes for classified information, collateral as well as compartmented. The envelopes serve as an alert to the fact that the microfiche contained therein is classified and, if appropriate, identifies special handling controls. If the envelopes developed by the Working Group no longer meet the needs of the Department of Army, you may wish to refer them to the Intelligence Information Handling Committee.

As a service to the Community, this Agency supplies the envelopes upon request. If the Department of Army wishes to obtain a supply of standard envelopes, they may do so by contacting:

[redacted]

STAT

Logistical Support Staff  
Printing and Photography Division  
Central Intelligence Agency  
Washington, DC 20505  
Telephone: [redacted]

STAT

If we can be of any further assistance, please contact

[redacted]

STAT

Sincerely,

[redacted]

STAT

Director of Information Services  
Directorate of Administration

Enclosure

DDA/OIS/IRMD/IMB [redacted] :dcw (18 October 1985) OIS 85-0615

STAT

Distribution:

Original - Addressee

- EO/DDA

1 - IC Staff attn: C/IHC (BW09 CHB)

1 - OIS Chrono

1 - OIS Subject

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1 - EME



General  
Services  
Administration

Information Security  
Oversight  
Office

Washington, DC 20405

PP/1A Form 67  
85-3421

September 23, 1985

07 OCT 1985

ISG

LOGGED

Mr. Harry E. Fitzwater  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Fitzwater:

In July 1985 we received a letter from the Office of the Assistant Chief of Staff for Intelligence, Department of the Army, recommending that the Information Security Oversight Office (ISOO) issue cover packets for classified micrographic transparencies as standard forms for Government-wide use. The Department of the Army, European Division, currently uses these forms to reduce the likelihood of compromise of classified micrographic transparencies and to make them more easily recognizable as classified.

The ISOO makes the initial determination on whether to standardize a security form on the basis of wide applicability and use. Before we decide to act on the Department of the Army's request, we need to know whether other agencies dealing heavily in classified information have a need and use for these types of forms. We enclose the three Army cover packets. Please distribute these to the appropriate officials in your agency with a request that they communicate their views to us either in writing or by telephone no later than October 28, 1985. Calls should be directed either to Ethel R. Theis or Laura Kimberly at 535-7251.

Sincerely,

STEVEN GARFINKEL  
Director

3 Enclosures

ROUTING AND TRANSMITTAL SLIP		Date
		3 OCTOBER 85
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DIRECTOR OF INFORMATION SERVICES		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

#1. ACTION

PLEASE RESPOND DIRECT WITH A COPY OF YOUR  
**SUSPENSE:**  
 RESPONSE TO THE EXO/DDA, ~~NO LATER THAN~~ 28 OCTOBER

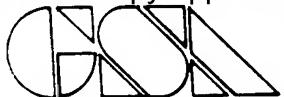
1985.

DO NOT use this form as a RECORD of approvals, concurrences, dispositions,  
 clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
<input type="text" value="5041-102"/>	<input type="text"/>
	Phone No.

STAT

NRM 41 (Rev. 7-76)  
 \* U.S.G.P.O.: 1983 -421-329/320  
 Prescribed by GSA  
 FPMR (41 CFR) 101-11.206



September 23, 1985

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Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

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Sincerely,

  
STEVEN GARFINKEL  
Director

3 Enclosures

CONTROL NO. \_\_\_\_\_ **CONFIDENTIAL** COPY NO. \_\_\_\_\_

**MICROFORM(S) ENVELOPE**

*(USAREUR Supplement 1 to AR 380-5)*

THIS ENVELOPE IS TO BE USED FOR MICROFORM(S) CONTAINING INFORMATION SUBJECT TO BASIC SECURITY REQUIREMENTS CONTAINED IN AR 380-5, DEPARTMENT OF THE ARMY SECURITY PROGRAM REGULATION. THE UNAUTHORIZED DISCLOSURE OF THE INFORMATION CONTAINED IN THE ENCLOSED MICROFORM(S) COULD REASONABLY BE EXPECTED TO CAUSE DAMAGE TO NATIONAL SECURITY. HANDLING, STORAGE, REPRODUCTION AND DISPOSITION OF ENCLOSED MICROFORM(S) WILL BE IN ACCORDANCE WITH POLICIES AND PROCEDURES SET FORTH IN AR 380-5 AND USAREUR SUPPLEMENT 1.

*(THIS ENVELOPE IS UNCLASSIFIED WHEN SEPARATED FROM CLASSIFIED MICROFORM(S))*

AE FORM 1 ART. 1 3812

**CONFIDENTIAL**

Enclosure 1

**SECRET**

CONTROL NO. \_\_\_\_\_

COPY NO. \_\_\_\_\_

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*(THIS ENVELOPE IS UNCLASSIFIED WHEN SEPARATED FROM CLASSIFIED MICROFORM(S))*

**SECRET**

AF FORM 1 APR 64 3813

Enclosure 2

**TOP SECRET**

CONTROL NO. \_\_\_\_\_

COPY NO. \_\_\_\_\_

**MICROFORM(S) ENVELOPE**

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*(THIS ENVELOPE IS UNCLASSIFIED WHEN SEPARATED FROM CLASSIFIED MICROFORM(S))*

**TOP SECRET**

AF FORM 1 APR 64 3814

Enclosure 3